

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

Description of Position	TITLE OF POSITION: Telecommunicator	CLASSIFICATION CODE: 00425500
	SALARY RANGE: 29164-32503	REFERENCE POSITION NO.: 2070-10000-600
	Department or Agency Name Rhode Island State Police	APPLICATION PERIOD: September 15 - 22, 2003
	Division/Section/Unit	
	Assignment(s) / Comments	
	Shift and Days: 8am - 4pm 4 day rotation	Job Location: North Scituate subject to transfer
	Restrictions/Limitations: Must successfully pass a background check	
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: LIUNA Local 808	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>DUTIES / RESPONSIBILITIES:</b> Query one of several databases to obtain information requested by inquiring party via radio or telephone; furnish requested information to inquiring party via two-way radio or telephone; perform necessary equipment maintenance; monitor the entry, deletion or modification of data; enter, delete or modify data; assist users with problems; do other work, as required.	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: Graduation from high school, including or supplemented by an introductory course in the operational use of computer hardware including a keyboard; <b>or Experience:</b> Such as may have been gained through: A familiarity with the operation of radio receiving/transmitting equipment and ability to use such equipment in accordance with prescribed procedures; the ability to comprehend requests, identify information source and clearly communicate obtained information. A familiarity with the Microsoft Windows; a working knowledge of computer hardware used for data entry and data verification purposes, particularly keyboards; a working knowledge of basic clerical procedures, such as coding and maintaining logs; the ability to maintain effective working relationships.Or, any combination of education and experience substantially equivalent to the above.	
	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> Elaine Richards, Director of Finance Rhode Island State Police 311 Danielson Pike North Scituate, RI 02857 <b>Telephone #:</b> 401-444-1112 <b>Fax #:</b> 401-444-1074 <b>TTY/TDD #:</b> 401-444-1122 (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER